

## Little Traverse Bay Bands of Odawa Indians

### Job Posting

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| <b>Job Title:</b>    | <b>Accounting Administrative Assistant</b> |
| <b>Department:</b>   | Accounting                                 |
| <b>Reports To:</b>   | Controller                                 |
| <b>Status:</b>       | Non-exempt                                 |
| <b>Salary Range:</b> | <b>\$13.54 to \$18.32 per hour</b>         |
| <b>Level:</b>        | 3  |
| <b>Opens:</b>        | May 04, 2016                               |
| <b>Closes:</b>       | May 25, 2016                               |

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#### SUMMARY

Perform a variety of advanced administrative duties to support all aspects of the Accounting Department. Responsible for assembling, tracking, balancing and depositing (at the bank) all cash and checks received within the Accounting Department. Assists the Accounting staff with data entry, clerical work, administrative and business detail work as assigned. Directly works in the different divisions of the Accounting Department on daily tasks when assigned. Assists with other activities and projects relating to the needs of the LTBB Accounting Department as assigned, including but not limited to organization of Grant Binders, maintaining CFO files and maintaining Staff Accountant files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Composes and sends routine departmental correspondence including e-mail. Assembles, postmarks and tracks all departmental outgoing mail and correspondence including faxes.
- Fully responsible for setting up and maintaining the filing system for the Accounting Department, including but not limited to Accounts Payable Files, Accounts Receivable Files and Purchasing Files. Organizes and maintains the systems, meeting standards set by the Controller. Is fully responsible for the timely filing of all paperwork. Is fully responsible for the location of all paperwork and must be able to produce such paperwork upon request.
- Responsible for the protection and confidentiality of all files and accounts of the LTBB Accounting Department.
- Assist in administering policies and procedures in a fair and professional manner.
- Fully responsible for greeting all visitors, confirming appointments or staff availability and escorting visitors to the appropriate area or person.
- Fully responsible for answering telephones, scheduling appointments, and providing information to caller.

- Responsible for postmarking outgoing mail for all LTBB Departments and delivers it downstairs in time for daily pick up; takes it to the post-office for drop off when directed by the Controller. Responsible for maintaining the postage meter machine.
- Orders supplies, and arranges for equipment maintenance within the Accounting Department.
- Attends occasional meetings and training out of the local area.
- Understands the basic concepts of Accounts Receivable, Accounts Payable, Payroll, Purchasing and Enterprise Bookkeeping. Must be able to learn how to fully perform those basic duties when assigned.
- Responsible for receiving procured goods from vendors, appropriately documenting their arrival, communicating timely and in an appropriate fashion to governmental departments that packages have arrived, arranging for the delivery of the goods to the departments and documenting such delivery.
- Responsible for preparing deposits for the government and taking them to the bank weekly or more often if assigned.
- Assists with other projects and duties as assigned.

## **QUALIFICATIONS**

Must have at least three years of experience working in a Professional setting, providing customer service preferably with some of that experience having worked in an Accounting environment. Must be able to pass a test on alphabetic filing. Must be a team player, with excellent customer service. Must have an excellent work history with an excellent attendance record. Must be proficient with computer skills, with experience using Microsoft Outlook, Word & Excel and an Accounting software and must be able to demonstrate that experience. Must have excellent clerical and organizational skills with an attention to detail. Must be able to take deposits to the bank in Petoskey and to take mail to the post office in Harbor Springs. Must have and maintain a valid Michigan Driver's License, reliable transportation and be insurable by the Tribe.

## **EDUCATION AND EXPERIENCE**

High School Diploma or GED with three years of experience working in a professional setting providing customer service, with some of that experience having worked in an Accounting environment. Associate's degree (A.A.) in Accounting or college classes in Accounting preferred.

## **WORK ENVIRONMENT**

Professional, fast paced, multi-tasking environment.

## **COMMENTS**

Indian Preference will apply. Must pass an extensive criminal background investigation. Must pass a credit background check.